CLASS TITLE: PROJECT MANAGER

CHARACTERISTICS OF THE CLASS

Under direction, the class is managerial in nature and accountable for senior manager level functions; positions allocated to this class are characterized as having a broad scope of management responsibilities, and performs related duties as required

Positions are allocated across all city departments and have a wide range of functions. Examples of core functions characterizing this class and specific assignments to city departments is provided below with the intent of providing parameters to adequately describe the level and scope of duties and responsibilities performed by these positions. NOTE: Other departments may be added to provide additional examples of positions allocated to this class

ESSENTIAL DUTIES

Core Functions

- Manage and directs a major and large scale program or project of significant size and scope in terms of budget, operations and/or staffing
- Manages professional staff and directs the functions and operations of an organizational section or unit; establishes and implements policies and procedures relating to section's objectives
- Consults with staff and consultants to determine scope of services, budgets and specifications for projects; established timelines and implements processes to track and monitor the progress of projects and the accomplishment of key objectives
- Functions as a specialized advisor to executive level managers or functions as a technical specialist or expert level professional in a given profession, specific technical area or operational area
- Coordinates and administers citywide initiatives, departmental programs and special projects of a complex and technical nature
- Develops and negotiates contract terms and monitors services provided by private contractors ensuring contract provisions meet program specifications

Department of Health

- Provides leadership on projects involving public health informatics, with a focus on communicable disease surveillance and preparedness; represents the department in partnerships involving use of informatics, participating in high level negotiations with federal, state, foundation and academic partners
- Develops and coordinates the development of emergency response plans with hospitals, public and private health agencies and first responder agencies to ensure a coordinated public health response by the city for chemical, biological, radiological and nuclear (CBNR) emergencies
- Coordinates and works with hospitals and other health institutions to ensure City meets benchmarks for hospital preparedness including alternative care site plans in compliance with federal grant guidelines and mandates

Office of Emergency Management and Communications (OEMC)

- Manages the Camera Systems Project, creating overall project plan and implementing procedures for implementing project including coordinating with aldermanic offices, camera installations, site surveys, and monitoring of vendor activities to ensure compliance with contract requirements and adherence to timelines

- Contributes and provides key support in establishing and maintaining various continuity of operations (COOP), continuity of government (COG) programs, and emergency operation plans for all city government agencies

- Manages the Metropolitan Medical Response System (MMRS) program for OEMC, working with other city departments, federal, state and local agencies, non-profit and private sector partners, in planning for medical response to emergencies and incidents

Department of Housing and Economic Development (HED)

- Leads the Chicago Community Land Trust (CCLT) Homeownership Program, working with a Board of Directors to preserve long term housing affordability in the City; identifies and evaluates properties for inclusion in CCLT's portfolio

- Manages the City's federally funded Neighborhood Stabilization Program (NSP), developing strategies and implementing processes to ensure vacant foreclosed homes are building code compliant and available for sale / occupancy

- Manages development of new tax increment financing (TIF) system, working with consultants and department managers in designing and implementing a TIF system database and realed reporting systems

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Business or Public Administration or a field of study directly related to the responsibilities of the position, plus five years of project management work experience, or an equivalent combination of education, training and experience

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems, scanners)

PHYSICAL REQUIREMENTS

- Ability to stand and walk for extended periods of time

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Comprehensive knowledge of:

- applicable City departments and departmental services, programs, and resources
- program planning and administration
- project management principles

Advanced knowledge of:

- applicable computer software packages
- budget preparation and planning
- management and supervisory methods, practices, and procedures
- research methods
- writing and formatting styles and methods used in applicable publications

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- DEMONSTRATE ORIGINALITY - Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges

- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction

- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace

- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations

- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

- INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems

- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources

October, 2012